

Traveler Information

Site-Specific Travel?

Please include the site name, site ID #, SSID, Operable Unit, and Action Code

- **Make sure to provide the full 8 digit number.**
- **You will also need to use the same site code on your PPL for the time you traveled.**

Traveler ARAshipTraveler ARAship *

- **If another ARAship is paying for your travel, make sure to select the office from the drop down.**

Another org paying?

Name of org paying *

- **I would recommend using the Program Office Name or mail code.**

Cross-funding label (if available)

- **The Office that funds the TA will have the information you need.**
- **If your Program Office is funding someone else's travel (someone outside of ECEJ), use the ECEJ Organizational Label -> "EPAR08ENF" and the following Cross-Funding labels - :**
 - **EPM funds = "18 R8 ENF CROSS FUNDING"**
 - **CERCLA funding = "18 R8 ENF SF CROSS FUNDING"**

Expenses

Conference Registration Fee

- **Do not check this box.**
- **ECEJ will not fund registration fees using a travel authorization. If your travel requires a registration fee, make sure to complete a training form in advance!**

Purpose

Travel Description *

- **If you are going on an inspection/site visit/field activity, please indicate details here. For Example, CAA inspection.**
- **Another example would be for SF site specific trips, list the side name.**
- **If you are attending a meeting to discuss general information, please indicate the name of the meeting.**
- **If the trip is a "No Cost" trip, please type these words in first.**

Travel Purpose *

- The Travel Purpose code can get confusing but lucky for us, Enforcement has their own travel purpose code - "E"!
- The definition is as follows:
 - Travel to a site or facility to support the activities of an organization's enforcement program.
 - Activities can include enforcement-related inspections, sampling, judicial proceedings, investigations and negotiations.
 - Travel to a State of local government to discuss a specific enforcement action is also included under this purpose code.
- That is pretty much everything we do! If you can identify your trip with anything that is listed on the definition, use the purpose code "E."
- Going to the State? State-Related Travel - "S"
 - Travel to meet with State, local or tribal governments to conduct the business of the Agency.
 - This includes general discussions of State/local/tribal environmental programs, and grant negotiations, oversight and monitoring.
 - Meetings to discuss specific enforcement actions would be included under Purpose Code "E."
- Traveling to a SF site? Site Related Travel - "1"
 - Obligations for site-related travel under Solid Waste Disposal Act, as amended, and under Superfund.
 - For definitions and policies applicable to each program refer to RMDS 2550D on the Superfund program and 2550E on the LUST program.
- Going to a meeting? Information Meeting - "2"
 - Only use this code if none of the above apply to your trip.
 - A meeting to discuss general agency operations, review status reports or discuss topics of general interest.
 - If a site visit was conducted as part of the same trip, consider the entire trip to be for the purpose of a site visit.
- Travel for Training - "3"
 - Only use this code if YOU are attending a training.
 - Remember any cost to training will have to be submitted on a training form.
- Speech or Presentation - "4"
 - Travel to MAKE a speech or presentation, deliver a papers, or otherwise take part in a formal program other than a training course.
- Conference Travel - "5"
 - Travel to attend a CONFERENCE.
 - The host of the conference should supply you with a "conference code".
 - This information is very important but if there isn't a code, make a note with your other descriptions.
- Site Visit - "0"
 - This code should NOT be used unless you are travel for NON enforcement related work.
- The rest of the Purpose Codes are not used very often in ECEJ but I will attach a sheet with their definitions in case the ones above do not apply.

Is this Travel for a Conference *

Conference Code: **MAKE SURE TO INCLUDE ANY SPECIFIC CONFERENCE CODES IN THIS FIELD**

>Traveler MUST identify the appropriate ECEJ funding label in the “Additional Information” section.

Additional Information

Please provide/explain any special requirements related to this travel request.

- **If you are going on a Superfund general or Oil related trip and have used purpose codes E, S, 2-5 go to number 4 or 5 below:**
 1. **If you selected Purpose code “E” or “S”, type the following label:**
 - **18 R8 ENF COMP MONITORING**
 - **Compliance monitoring definition attached**
 2. **If you selected Purpose code “2 – 5”, type the following label:**
 - **18 R8 ENF CIVIL ENF**
 - **Civil enforcement definition attached**
 3. **If you selected Purpose code “1”, type the following label:**
 - **18 R8 ENF SF SITE and the site specific code (8 digits)**
 - **If you are charging to more than one site, list all the codes with a percentage on charging**
 - **Remember that you will need to make sure your PPL matches your travel**
 4. **If your travel is superfund related but NOT site specific, type the following label:**
 - **18 R8 ENF SF General**
 5. **If you are traveling on Oil specific trips, type the following label:**
 - **18 R8 ENF OIL**
 6. **If your trip is not compliance monitoring or civil enforcement related, type the following label:**
 - **18 R8 ENF EPM GENERAL**

The following are definitions for Civil Enforcement and Compliance Monitoring:

Civil Enforcement – 501E44

- **EPA’s civil enforcement program plays an important role in addressing violations of federal statutes by obtaining injunctive relief to correct violations and prevent their recurrence, by obtaining penalties sufficient to recoup the economic benefit of noncompliance and to deter future violations, and by using Supplemental Environmental Projects (SEPs) – environmentally beneficial projects which a violator agrees to undertake in settlement of an environmental enforcement action. EPA works closely with the states, as well as with tribes and Federal agencies to assure compliance with federal environmental laws.**

Compliance Monitoring – 501E50

- **Compliance monitoring includes activities to determine whether an individual facility or a group of facilities are in compliance with environmental laws and regulations, as well as enforcement agreements, (e.g. supplemental environmental projects and administrative orders.) These activities can include permit, file and report reviews; sampling and gathering data; analysis and use of information to determine high priority noncompliance or environmental problems on which to focus federal, state, tribal or local attention; inspections and investigations. Compliance monitoring activities occur before and at the point when actual compliance status is determined, e.g., whether a facility is in compliance or violation with environmental requirements. Compliance monitoring can result in assistance or incentives being offered, enforcement being taken as well as actions by the facility to correct problems or reduce pollution.**

If you need any assistance, please give Jackie Easley call.

This might seem like a lot of information, but it will assist in preparing your travel authorization more smoothly and keep from having any delays.